

Set up your Lab Notebook as follows:

1. Use Pen only!
2. Number each page at the upper outer corner. (This does NOT take very long!)
3. Reserve pages 1-4 for Table of Contents. Make a “Table of Contents” heading on each page (p 1-4), as follows:

<u>Lab #</u>	<u>Lab Title</u>	<u>Page #</u>
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4. On page 5, tape in the “Keeping a Lab Notebook” instructions, including the section called “General Guidelines”.
5. On page 6 – to make sure that you have read this, write out (by hand) General Guidelines #1-10.
6. On page 7, -- to make sure that you have read this, write out the first part of the Lab Absence policy, up through and including the bold print. The “reasons” section may be taped in the lab book.
7. On pages 8 & 9, tape in “Laboratory Report” handout.
8. On pages 10-11 tape in “Graphing Rules” handout.
9. List each of the above handouts in the Table of Contents.

Note: If your lab notebook is not set up when due, you will complete it during a lunch detention.

KEEPING A LABORATORY NOTEBOOK

Keeping an accurate account of laboratory work is an essential responsibility of any scientist. It is very important that you keep a clear record of all of your data, observations, and calculations.

In real life, documentation of work is an important skill. Scientists and engineers have to document their work to prove their results. This is important for patents on new inventions, for data that must be inspected by a regulatory agency (ex: government investigating the testing of a medical drug), etc. Sloppy or altered data can put a new invention or medicine in question, and can result in the loss of thousands or millions of dollars. Oh, you’re not going to be a scientist? *Even for non-scientists, keeping documentation of work is important---in law enforcement / legal matters, medicine, business, etc.*

Documentation of lab work is usually done in a permanent, hard-covered, bound laboratory notebook. Each entry must be identified by a lab number and title (properly underlined), as well as the date. Every observation and measurement is recorded in this notebook at the time that it is made. Loose- leaf paper must NOT be used to record experimental data.

The lab notebook will contain a record of all the laboratory work that you have performed. Make all entries in chronological order, in an organized, neat, thorough and comprehensive manner, so that they can be understood by anyone reading them.

General Guidelines

1. All pages will be numbered in the upper outer corner in advance.
2. Use permanent ink only.
3. Always use a ruler when drawing lines or underlining titles.
4. Do not remove any pages or any part of a page.
5. No loose papers in the notebook.
6. When recording lab data, first put the **Lab Title, Date of Lab, and Lab Partners Names** (usually at the top of the page). Also put information in Table of Contents.
7. Write clearly. Never squish words or data – use more pages if needed.
8. Separate new entries from old entries by a double line (drawn with a ruler, of course!). If pages or parts of pages are blank, put an “X” through the blank area.
9. Never use correction fluid, paste, or erasers of any kind. If an error is made, place a single line through the mistake with a ruler.

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10. All calculations must be neatly organized and clearly labeled, showing the equation used. If a mistake is made, cross out and re-calculate—DO NOT ERASE!
11. All graphing must follow the rules for proper graphing.
12. Occasionally, lab work may be completed on a worksheet and handed in. When the lab is returned, you are expected to staple / tape it into your lab notebook.